

WOW WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES



Date: June 13, 2019

Location: Waukesha County Business Alliance
2717 N Grandview Blvd, Suite 300, Waukesha, WI

Members Present: Wilma Bonaparte, Dawn Schicker, Bonnie Baerwald, Angela Stemo, Antwayne Robertson, Kurt Schmidt, John Bloor, Lisa Geason-Bauer, John Krause, Sheree Larson, Richard Oakes, Tim Ploetz, Tom Hostad, Tom Dieckelman, John Heyer, Laneice McGee

Others Present: Laura Catherman, Beth Norris, Danielle Igielski, Cindy Simons, Tom Walsh, Christina Brockish

Mr. Heyer called the meeting to order at 8:02 am.

Review and Approval of Meeting Minutes

Mr. Schmidt moved to approve the March 14, 2019 meeting minutes as presented. Mr. Robertson seconded. The motion carried unanimously.

Review and Approval of WOWWDB Financial Report

Ms. Igielski presented the WOWWDB Financial Report for July 1, 2018 – March 31, 2019. Ms. Igielski provided updates on expenditures for the most recent quarter and requested input for future report formats.

Mr. Bloor moved to approve the WOWWDB Financial Report as presented. Ms. Geason-Bauer seconded. The motion carried unanimously.

Review and Approval of Draft Fiscal Year 2019-2020 Budget

Ms. Catherman provided an overview of WIOA and Windows to Work funding allocations and funding trends over the last five years. Both Wisconsin's and WOW's share of funding has decreased during the five-year period due to strong economic conditions. Ms. Catherman also provided an overview of the funding formula that is used to distribute WIOA funds at the federal and state level. The board discussed the feasibility of exploring additional funding sources.

Ms. Catherman presented the draft proposed budget for the 2019-2020 fiscal year. Ms. Catherman noted that the Board typically budgets to carry 20% of the funding allocation into the following fiscal year to ensure a smooth transition and lessen the effects of any significant funding changes. Initial estimates for WIOA Rapid Response and Windows to Work were provided as final allocations and contracts have not yet been received. WIOA Rapid Response is projected to decrease while Windows to Work is projected to remain funded at the same level. An updated budget will be shared at the next board meeting once final allocations are released.

Ms. Geason-Bauer moved to approve the proposed fiscal year 2019-2020 draft budget. Mr. Krause seconded. The motion carried unanimously.

Review and Approval of Service Providers for Fiscal Year 2019-2020

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Ms. Catherman provided an overview of the process, proposals received, and composite scores. The Workforce Development Board enlisted Waukesha County Department of Administration's Purchasing Division to competitively procure WIOA Adult/Dislocated Worker, WIOA Youth, and Windows to Work services in accordance with provisions of the Workforce Innovation Opportunity Act, Wisconsin Department of Corrections, and Workforce Development Board policies. Notice of the RFPs was done through public notice in the Journal Sentinel as well as through email to a bidders list. Only one entity, Forward Careers, Inc., responded to each RFP.

The review panel's composite scores for each proposal were 94.2%, 94.0%, and 92.0%, respectively. The review panel recommended selecting Forward Careers, Inc. as the service provider for all three contracts. The panel noted strong performance, experience, and comprehensive approaches.

Ms. Baerwald moved to approve Forward Careers, Inc. as the service provider for WIOA Adult and Dislocated Worker, WIOA Youth, and Windows to Work for fiscal year 2019-2020. Ms. Geason-Bauer seconded. The motion carried unanimously.

Review and Approval of One-Stop Operator Contract Modification

Ms. Catherman discussed the board's requirement for procuring for one-stop operator services every four years. Procurement occurred in 2018 and the board approved renewing the current provider's contract at the March board meeting. To maximize resources and maintain compliance, it was recommended to modify this contract for fiscal year 2019-20 to add an additional \$8,250 to the one-stop operator to provide equal opportunity and civil rights compliance services (EO/CRC).

Ms. Krause moved to approve modifying the one-stop operator contract to add EO/CRC services for fiscal year 2019-2020. Mr. Ploetz seconded. The motion carried unanimously.

Review and Approval of Local Policies to Archive

At the December 6, 2018 board meeting, the board decided to review and streamline local WIOA policies in batches throughout 2019. Ms. Catherman provided an overview of the second batch of policies and recommended that 8 policies be archived due to them no longer being required or containing policy information that is now included in state WIOA policies.

Mr. Dieckelman moved to approve the list of policies to be archived. Mr. Robertson seconded. The motion carried unanimously.

Executive Report

Ms. Catherman reported on the following items:

- Unemployment rate (2.2%) and labor force data for the WOW area through April 2019
- Workforce Innovation and Opportunity Act (WIOA) Title 1 Primary Indicators of Performance – Q3 FY2018
- WOW WIOA Title 1 Program Outcomes and Demographics – Q3 FY2018

Ms. Catherman also provided updates on the upcoming strategic planning which will be scheduled for fall 2019, upcoming review of bylaws, the WIOA regional planning kick-off meeting in May, and plans for the Workforce Development Center in Pewaukee. The board discussed identifying incorporating additional labor market information and leading indicators to help guide the board's work and discussions. The WDB Director will be consulting with the regional labor market economist for suggestions.

PY18-19 Service Provider Monitoring Results

Ms. Catherman provided an overview of the board's requirement to annually monitor subrecipients for compliance purposes. The board's contract monitor and accounting manager conducted onsite monitorings. Monitoring activities included desk reviews, in person interviews, onsite inspection, file review, and financial review. The monitors found both service providers to be meeting objectives and following local, state, and federal policies.

Update from the Strategic Initiatives Committee

Mr. Hostad provided an update the committee's current projects. The potential regional event discussions have been postponed to 2020 due to current workloads and the number of other events scheduled for this region. Mr. Hostad noted that the committee has made significant progress on the forthcoming site called The Workforce Network. This self-service portal will house information on the numerous workforce programs and services throughout the region. Once the site is developed, the next phase include reaching out to our community-based organizations and other workforce partners to populate the site with information. Once the site is populated, a media and marketing strategy will be launched to get the word out about the site. The board discussed the need to ensure the site is mobile-friendly to meet today's user preferences.

Update from the Talent and Business Services Committee

Mr. Schmidt provided an update on the committee's May 16 meeting. Based on committee input, four guest speakers attended to provide information on their programs and ways businesses can engage with the programs. Topics included the HIRE Program (Helping Individuals with Reentry Employment), Division of Vocational Rehabilitation, Veterans Employment and Training, and apprenticeships and the trades. Discussion occurred around the labor shortage in the construction industry.

Update from the One-Stop Operator Consortium

Ms. Norris provided a one-stop operator report which included updates on:

- Customer service results;
- Job center visits by each location including historical trends; and
- Recent activities.

Discussion occurred around the change in service delivery over the years due to advances in technology as well as customer preferences for method and time of day for obtaining services and information.

Other Business

With no other business, the meeting adjourned at 9:21 am.

Respectfully submitted by:



Laura Catherman